

**RICHMOND POLICE DEPARTMENT GENERAL ORDER**

NOTE: This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be constructed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

Chapter 5	Number 1	Effective Date 12/12/08	Review Date 2011
Subject HIRING AND PROMOTION OF SWORN PERSONNEL			☐ New Order ☒ Replaces G.O. 100-3 (01/28/05)
References City of Richmond Personnel Rules for the Classified Service, Fifth Edition CALEA 32.1.1, 32.1.2, 32.1.3, 32.1.4a-c, 32.1.5, 32.1.6, 32.1.7, 32.2.1, 32.2.2, 32.2.3, 32.2.4, 32.2.5, 32.2.6, 32.2.7, 32.2.8, 32.2.9, 32.2.10 VLEPSC ADM.08.01, PER.01.01, PER.01.02, PER.01.03, PER.01.04, PER.01.05, PER.03.05, PER.05.03, PER.06.01c, PER.07.01a, PER.07.01b, PER.07.01c, PER.07.01d, PER.07.01e, PER.07.01f, PER.07.02a, PER.07.02b, PER.07.02c VA Code 15.2-1705 Personnel Rule 3.20a Virginia Records Retention and Disposition Schedule General Order 4-9, 5-8			
 _____ Chief of Police or Designee		12/12/08 _____ Date	

I. PURPOSE

The purpose of this directive is to outline the minimum hiring and promotional requirements for sworn personnel for the Richmond Police Department. The requirements outlined herein apply to all levels of sworn officer positions.

II. POLICY

The Richmond Police Department shall conduct its own recruitment program and shall adhere to the requirements found in VA Code §15.2-1705, at a minimum in its process for selection of sworn personnel. The Richmond Police Department shall hire those individuals who best possess the knowledge, skills, abilities and traits necessary for an effective, efficient, and respected law enforcement agency. To that end, the Department will maintain a job-related, useful, and nondiscriminatory selection process, which is dependent upon a number of professional and legally accepted administrative practices and procedures. The Department shall post entry-level vacancies for sworn personnel in conspicuous areas through electronic, print or other media. The posting shall advertise an official application-filing deadline.

The Department shall also practice a regimented, rigorous selection procedure, while simultaneously affording equal opportunity to all applicants regardless of race, religion, color, sex, national origin, age, mental or physical disability, political affiliation, sexual orientation or any other condition which might constitute illegal discrimination. All elements of the selection process will be administered, scored, evaluated and interpreted

in a fair and uniform manner. All testing, examinations, interviews or investigations utilized during the selection process will be conducted by personnel trained in these functions. The Department does not discriminate against individuals with disabilities but affords them the same access to employment provided to all citizens. Where possible, the Department provides reasonable accommodations to the known disability(ies) of qualified applicants.

Promotions will be made on the basis of merit, experience, training, emotional competence and for the purpose of best filling a position vacancy. No candidate/applicant will be discriminated against based on race, religion, color, sex, age, nationality, or economic, social, or mental status, nor will friendship, political relationships, or any relationship other than the professional knowledge of duty performance, be allowed to influence the promotional decision.

III. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this general order. Failure to comply will result in appropriate corrective action. Responsibility rests with the Division Commander to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated.

IV. DEFINITIONS

- A.** **DISABILITY** – A physical or mental impairment that substantially limits one or more of major life activities. (An individual has a disability if he/she has a record of such impairment or is regarded as having such impairment.)
- B.** **JOB CLASSIFICATION** – A group of positions that performs similar duties, have similar qualifications, and have the same salary grade.
- C.** **JOB DESCRIPTION** – A description of the tasks, duties, responsibilities and working conditions associated with the job. A job description generally contains information on what the employee will do; what knowledge, skills and abilities (KSAs) the job requires; and what are the working conditions and the physical demands of the job. The job description should entail the job title, reporting relationships, identification of important or essential elements of each position and dissecting the job into basic parts.
- D.** **REASONABLE ACCOMMODATIONS** – The modification of existing facilities to render them more accessible to, and usable by, individuals with disabilities. This also refers to restructuring the job or modifying work schedules to assist assignment of a disabled employee.
- E.** **PROMOTION** – A change in the status of an employee from a lower position in one class to a position in another class having a higher maximum salary range.
- F.** **CONTINUOUS SERVICE** – The number of years of service as a sworn officer with the Richmond Police Department, as measured in the years immediately preceding the promotion announcement date. A break in employment of more than ten days is considered a break in continuous service.

- G. RECRUIT** – *Civilian employees who enroll in a rigorous training regimen at the Police Training Academy to become commissioned Police Officers. Under watchful supervision, Recruits are instructed in Police Department policies and procedures, weaponless defense, criminal and civil law, physical fitness techniques, use of firearms, arrest procedures, community relations, operation of emergency vehicles and other mandated courses.*
- H. POLICE OFFICER** – *Sworn employee who executes police work in the protection of life and property through the enforcement of laws and ordinances. A Police Officer is primarily responsible for patrolling the City's jurisdiction, responding to citizen calls, conducting investigation activities and problem solving.*
- I. POLICE SERGEANT** – Provides general supervision, technical assistance, and administrative control over a group of police officers, detectives, or investigators assigned to a geographic area of the City or assigned to specific law enforcement tasks; schedules, deploys, and assigns personnel in accordance with departmental policies and applicable service level requirements; conducts roll calls or briefings; observes, evaluates, develops, advises, and counsels personnel regarding job performance; directs tactical operations in given situations; and performs law enforcement duties as required.
- J. POLICE LIEUTENANT** – Manages, supervises, and coordinates the operations and activities of an assigned operational unit(s); conducts periodic inspections and tours of various Precincts observing personnel demeanor, efficiency, and general appearance; advises and assists subordinate supervisors and officers in the performance of their law enforcement duties; assumes command in emergency situations; directs and coordinates activities of various units within the Department; evaluates police technology and reviews law enforcement literature; surveys agency personnel and confers with police administration to determine training and equipment needs; assesses current programs and makes recommendations as to new directions; facilitates inter and intra departmental cooperation; participates in disciplinary actions; maintains records; conducts and participates in the division's budget preparation process; conducts and participates in special studies; serves on regular and special committees; and prepares recommendations to the Command Staff for operational efficiency.
- K. POLICE CAPTAIN** – Commands a Division or a Precinct; assists in planning, organizing, directing, and assessing programs and activities of a division; facilitates the coordination of a division, units, and sections; studies, reviews, and develops operational procedures; prepares annual strategic plans for his/her division; prepares and manages budgets; accountable for the effective and efficient use of appropriated resources; provides guidance, development, evaluation, and counsel to subordinates; accountable for the discipline of Department personnel; participates in the annual training needs assessment; interrelates with other law enforcement and public safety agencies and organizations.
- L. POLICE MAJOR** – Commands Service level operations, which usually consist of Divisions or Precincts; assists in planning, organizing, directing, and assessing

programs of a Service; facilitates the coordination of divisions, units, and sections; studies, reviews, and develops operational procedures, prepares annual strategic plans for his/her Service; prepares and manages budgets; accountable for the effective and efficient use of appropriated resources; participates in annual training needs assessment; interrelates with other law enforcement and public safety agencies and organizations.

- M.** ASSISTANT CHIEF OF POLICE – Serves in the position of “Acting Chief of Police” in the absence of the Chief of Police; coordinates the activities of the operations and administrative services of the Police Department; gives counsel and advice to Police Chief on tactical and administrative problem solving; serves as primary advisor to the Chief in matters of policy, training, selection of equipment and technology systems and personnel assignments based upon recommendations of subordinates; communicates with the news media, conducts press conferences and news briefings, and supervises preparation of press releases, as determined by the Chief of Police.
- N.** *CHIEF OF POLICE – The highest sworn officer in the chain of command. Duties include, but are not limited to: establishing policies, hiring and recommending termination of employees and overseeing the departmental promotional process. This position administers, directs and coordinates departmental activities according to federal, state and local laws, policies and procedures and administrative policies of the City of Richmond. The Chief of Police provides specific direction for the Assistant Chief of Police, Chief of Staff, Financial Management Division, Office of General Counsel, Public Affairs Unit, Executive Protection Unit and the Office of Professional Responsibility. The Chief of Police functions as the agency head/director and is responsible for all operations, staff and functions.*
- O.** REASSIGNMENTS – The movement of an employee from one **assignment** to another. Reassignments shall be reported on a Personnel Memorandum issued by the Chief of Police or designee.
- P.** TASK ANALYSIS – A detailed description of the basic functions and duties of a job on a task-by-task basis. EXAMPLE: Instead of “performs routine patrol duties”, a task analysis would include: operating a police vehicle, interviewing witnesses, complainants and victims, writing detailed reports, etc.
- Q.** *MORAL TURPITUDE – An intentional act or behavior displayed in words or actions which violates public morals or the common sense of the community, involving but not limited to, intent to defraud, intentional dishonesty for personal gain, lying, perjury, subornation of perjury, cheating, bribery, unlawful possession of controlled substances, sexual harassment, unlawful sexual conduct, or excessive use of force.*

V. PROCEDURE

A. Hiring:

1. Minimum Qualifications for Entry-Level Police Officer Applicants:

- a. Citizen of the United States;
- b. Completion of ***an online City of*** Richmond Application Form (Applications for sworn positions will not be rejected because of minor omissions or deficiencies that can be corrected prior to the testing or interview process);
- c. The applicant may apply at the minimum age of 20 but must be 21 years of age when commissioned;
- d. Possess a valid Driver's License;
- e. At least a High School Diploma or General Educational Development (GED) diploma;
- f. Successfully complete and pass both a written examination and a physical agility assessment test;
- g. Successfully pass interview panel;
- h. Successfully pass a background investigation, which includes but is not limited to:
 - 1) School records ***check***;
 - 2) Credit ***check***;
 - 3) Driving history ***check***;
 - 4) Inquiry as to character and reputation ***through the verification of at least three personal references***;
 - 5) Criminal history record check; and,
 - 6) ***Employment check.***

NOTE: A history of drug use may be grounds for disqualification.

- i. Successfully pass a pre-employment physical/***medical examination***;
- j. ***Successfully pass an*** ocular (with 20/200 uncorrected vision and 20/20 corrected vision) examination conducted under the supervision of a licensed physician at no cost to the applicant;
- k. Successfully pass a psychological evaluation;
- l. Successfully pass a polygraph examination.

NOTE: Candidates shall be provided with a list of the areas from which polygraph questions will be drawn, prior to such examination. Failure of the polygraph examination will not act as a sole basis for rejection of the applicant;

- m. Not have been convicted of a felony ***or crimes of moral turpitude***; and,
 - n. Successfully pass a pre-employment drug screening.
2. Minimum Qualifications for Lateral Transfer - Police Officer Applicant:
- a. Candidate must currently be a certified law enforcement officer either in the state of Virginia or any other state;
 - b. Candidates must have recently been performing police duties (Answering 911 calls, enforcing traffic laws, etc.) either as a police officer or deputy sheriff;
 - c. Candidates with road experience who do not qualify for admittance to the Lateral Training Program can proceed into the hiring process without taking the basic entrance test. The OIC of the Personnel and Recruitment Division ***or designee*** will determine if an applicant qualifies for the entrance test exemption. The exemption will be based on the road experience of an applicant;
 - d. Completion of ***an online*** City of Richmond Application Form (Applications for sworn positions will not be rejected because of minor omissions or deficiencies that can be corrected prior to the testing or interview process);
 - e. ***The applicant must have a minimum of one (1) year law enforcement experience upon application***;
 - f. Possess a valid Driver's License;
 - g. At least a High School Diploma or General Educational Development (GED) diploma;
 - h. Successfully pass interview panel;
 - i. Successfully pass a background investigation, which includes but is not limited to:
 - 1) School records ***check***;
 - 2) Credit ***check***;
 - 3) Driving history ***check***;
 - 4) Inquiry as to character and reputation ***through the verification of at least three personal references***;
 - 5) Criminal history record check; and,
 - 6) ***Employment check.***

NOTE: Any conviction for a serious violation such as hit and run, attempting to elude police, reckless driving, etc. in the

past 6 years will be grounds for disqualification. Any conviction for driving while under the influence of an intoxicating beverage or self-administered drug will result in an automatic rejection.

NOTE: A history of drug use may be grounds for disqualification.

- j. Successfully pass a pre-employment physical/**medical examination**;
- k. **Successfully pass an** ocular (with 20/200 uncorrected vision and 20/20 corrected vision) examination conducted under the supervision of a licensed physician at no cost to the applicant;
- l. Successfully pass a psychological evaluation;
- m. Successfully pass a polygraph examination.

NOTE: Candidates shall be provided with a list of the areas from which polygraph questions will be drawn, prior to such examination. Failure of the polygraph examination will not act as a sole basis for rejection of the applicant;

- n. Not have been convicted of a felony **or crimes of moral turpitude**;
- o. Successfully pass a pre-employment drug screening; and,
- p. **Participate in Department of Criminal Justice Services (DCJS) approved curriculum and training.**

3. The Re-application Procedure:

Applicants who **are not successful** in passing the written, **oral** and agility tests **will be informed in writing**. **Applicants** may re-apply for police officer positions after six months. (After six months, applicants shall receive a letter from the Personnel and Recruitment Division **inviting them** to retest if still interested in becoming a RPD officer.)

4. Written Examination:

- a. The Department's Personnel and Recruitment Division will administer the written examination. The applicant must attain a score no less than the minimum score established for the test.
- b. The Personnel and Recruitment Division shall maintain documentation of the exam's validity, utility, and adverse impact findings, as well as examination results.

5. Physical Agility Test:

- a. The Department's Personnel and Recruitment Division will administer the physical agility test.
 - b. The physical agility test shall include the following: **sit-ups**, push-ups, **steppers**, **a 200 yard shuttle run** and **memory recall**.
6. Validation of Selection and Testing Process:
- a. The Department is required to meet standard tests of validity in its hiring procedures. The Department must be able to validate any selection criteria by showing proof that the process will either predict job performance or detect aspects of the applicant's work behavior, as related to the position of police officer. The Chief of Police or designee, in consultation with the Human Resources **Division Chief**, shall review the selection procedures for validity and utility at least every two years.
 - b. The Department shall reduce adverse impact as much as possible in its hiring procedures and will retain records of hiring tests to monitor adverse impact.
7. Probationary Period:
- a. All newly hired police officers are required to serve a probationary period of 12 months from the date of graduation from the Police Academy (Personnel Rule 3.20a).
 - b. If beginning employment before a basic academy, the recruit will only perform non-police duties and will accompany experienced police officers only as an observer.
 - c. Once **assigned to** the Police Academy, the recruit's performance will be evaluated every two weeks during the first sixty days. Thereafter, if performance is satisfactory, the probationary employee will be evaluated monthly (Refer to General Order 5-8, **Employee Performance Ratings**).
 - d. **All** employees are governed by the City of Richmond's Personnel Rules.
 - e. Probationary employees shall be counseled at the conclusion of each rating period on the results, level of performance expected and additional education and training opportunities.
8. Assignment and Work Schedule Protocol and Procedure:
- Work schedules, shifts and **sector** realignments will be established by the Chief of Police or designee and will be distributed to Department members by Executive Order.

B. Promotion:

1. Sworn Personnel Promotional Announcement:

The ***Human Resources Division Chief or designee*** will issue an announcement approved by the Chief of Police, advising all Police Department personnel of the application period and testing processes for each rank. ***In*** addition to that announcement, a Promotional Announcement Bulletin may be generated through electronic, print or other media created and posted in conspicuous places, which fully describes/lists the following:

- Job Description of position including duties and responsibilities
- Salary Range
- Fair Labor Standards Status
- Performance Evaluation Group
- Type of Recruitment
- Recruitment Period
- Minimum Requirements including requisite skills and educational levels
- Training and Experience Equivalent (if applicable)
- Promotional Process (Written Test, Oral Board ***and/or*** Assessment, if applicable)
- Application Process
- Proposed Timetable

2. Examination Results and Certification:

- a. The results of all examinations shall be used in determining which of the applicants are qualified for the position sought, and the order in which the names of such examinees shall be placed on an appropriate Eligibility List.
- b. The ***Human Resources Division Chief or designee*** shall certify names from the Eligibility List to the Chief of Police. For one to five vacancies, five names more than the number of vacancies. For six or more vacancies, twice the number of names as the number of vacancies.
- c. Certified Eligibility Lists will be in alphabetical order and contain the names of the persons highest on the Eligibility List.

- d. Eligibility lists are effective for 180 calendar days after they are established, unless otherwise stated in the Personnel Rules. The Human Resources ***Division Chief or designee*** may extend, not to exceed two years, or abolish such list at any time based on written reasonable cause.
- 3. Promotional Procedure:
 - a. Promotions through Reorganization – In keeping with sound management policy, the need for reorganization from time to time is recognized. The Chief of Police reserves the right to reorganize any of the components within the Department in any manner that the Chief deems necessary, in the best interest of the Department. In the event of such reorganization, positions shall be filled through the established promotional processes.
 - b. General Vacancies – The Chief of Police may initiate a process to create pools of candidates from which to fill specific position classifications that are vacant. The ***Human Resources Division Chief or designee*** shall administer promotional processes according to the City of Richmond’s Personnel Rules.
- 4. Promotion to Rank of Sergeant:
 - a. The ***Human Resources Division Chief or designee*** will initiate and administer the promotional process upon the direction of the Chief of Police ***or designee***, ensuring that all elements used are job related. Initiation will include a written announcement of the position process, which shall be provided to all eligible Department members.
 - b. Eligibility Criteria for Promotion to Sergeant:
 - 1) Each candidate must have completed three consecutive years of employment as a sworn officer with the Richmond Police Department. The three years must be completed by the application deadline.
 - 2) Each candidate must have received an overall performance evaluation rating of at least successfully meets expectations on the City of Richmond’s performance evaluation, for the evaluation period preceding the application deadline.
 - 3) Each candidate must possess a valid Virginia Driver’s License.
 - 4) Each candidate must meet the following disciplinary standards:
 - i) ***No more than a total of six (6) days suspension in the past 24 months;***

- ii) No substantiated incidents involving the use of excessive force in the past 24 months; and,
 - iii) No arrests for a criminal offense in the past 24 months, unless found “not guilty” in a court of law.
- c. Sergeant’s Specific Promotional Process:
 - 1) Candidates for Sergeant shall sit for a written examination.
 - 2) The highest performers on the examination shall be chosen to participate in an assessment center or interview panel process. The number of candidates chosen for the assessment center shall depend on the number of vacancies.
 - 3) The Chief of Police **or designee** shall interview those candidates certified by the **Human Resources Division Chief or designee** based on the written examination and assessment center, and in accordance with City Personnel Rules.
 - 4) The Chief of Police shall promote candidates from the certified lists to the position of Sergeant based on **Assessment Center performance**, merit, experience, training and the Chief’s **evaluation** of the individual’s potential to serve as a Sergeant; **in accordance with City Personnel Rules**.

5. Promotion to the Rank of Police Lieutenant:

- a. The **Human Resources Division Chief or designee** will initiate and administer the promotional process, upon direction of the Chief of Police **or designee**, ensuring that all elements used are job related. Initiation will include a written announcement of the promotion process, which will be provided to all eligible Department members.
- b. Eligibility Criteria for Promotion to Lieutenant:
 - 1) Each candidate must have been continuously employed as a Richmond Police Department Sergeant for the last two years and currently hold the rank of Sergeant. Time lost due to disciplinary action will not make a candidate ineligible. The last two years of service must be completed by the application deadline.
 - 2) Each candidate must have received an overall performance evaluation rating of at least successfully meets expectations on the City of Richmond’s performance evaluation, for the evaluation period preceding the application deadline.

- 3) Each candidate must possess a valid Virginia Driver's license.
- 4) Each candidate must meet the following disciplinary standards:
 - i) ***No more than a total of six (6) days suspension in the past 24 months;***
 - ii) No substantiated incidents of the use of excessive force in the past 24 months; and,
 - iii) No arrests for a criminal offense in the past 24 months, unless found "not guilty" in a court of law.
- c. Lieutenant's Specific Promotional Process:
 - 1) Candidates for the position of Police Lieutenant shall participate in an Assessment Center.
 - 2) The Chief of Police ***or designee*** shall interview those candidates certified to by the ***Human Resources Division Chief or designee*** based on the Assessment Center performance and in accordance with City Personnel Rules.
 - 3) The Chief of Police shall promote candidates from the certified lists to the position of Lieutenant based on Assessment Center performance, merit, experience, training and the Chief's ***evaluation*** of the individual's potential to serve as a Police Lieutenant; ***in accordance with City Personnel Rules.***

6. Promotion to the Rank of Police Captain:

- a. The ***Human Resources Division Chief or designee*** will initiate and administer the promotional process, upon direction of the Chief of Police ***or designee***, ensuring that all elements used are job related. Initiation will include a written announcement of the promotional process, which will be provided to all eligible Department members.
- b. Eligibility Criteria for Promotion to Police Captain:
 - 1) Each candidate must have been continuously employed as a Richmond Police Department Lieutenant for the last year and currently hold the rank of Lieutenant. Time lost due to disciplinary action will not make a candidate ineligible. The last one year of service must be completed by the application deadline.

- 2) Each candidate must have received an overall performance evaluation rating of at least successfully meets expectations on the City of Richmond's performance evaluation, for the evaluation period preceding the application deadline.
- 3) Each candidate must possess a valid Virginia Driver's license.
- 4) Each candidate must meet the following disciplinary standards:
 - i) ***No more than a total of six (6) days suspension in the past 24 months;***
 - ii) No substantiated incidents of the use of excessive force in the past 24 months; and,
 - iii) No arrests for a criminal offense in the past 24 months, unless found "not guilty" in a court of law.

c. Captain's Specific Promotional Process:

- 1) Candidates for the position of Police Captain shall participate in an Assessment Center.
- 2) The Chief of Police ***or designee*** shall interview those candidates certified to by the ***Human Resources Division Chief or designee*** based on the Assessment Center performance and in accordance with City Personnel Rules.
- 3) The Chief of Police shall promote candidates from the certified lists to the position of Captain based on Assessment Center performance, merit, experience, training and the Chief's ***evaluation*** of the individual's potential to serve as a Police Captain; ***in accordance with City Personnel Rules.***

7. Promotion to the Rank of Police Major and above:

- a. Promotion to the position of Police Major and above will be made on the basis of merit, experience, training and the Chief of Police's ***evaluation*** of the individual's potential for best filling Command Staff responsibilities.
- b. The Chief of Police maintains sole authority and discretion to make Command Staff promotions. The Chief of Police will determine the appointment process for promotional opportunities, as needed, for the purpose of best filling vacant positions.

C. Maintenance of Records:

1. The ***Human Resources Division Chief or designee*** shall maintain an updated task analysis for each sworn job description within the Department (i.e. Police Officer I, Police Officer II, Sergeant, Lieutenant, etc.)
2. The ***Human Resources Division Chief or designee*** shall maintain current job descriptions for each job within the Department.
3. An on-going listing of each employee's skills, knowledge and abilities are maintained through the In-Service database by the Training Academy.
4. Personnel Records are the permanent property of the Richmond Police Department. Grievance Procedures are discussed under General Order ***4-9, Disciplinary Procedures*** and City of Richmond Personnel Rules.
5. Personnel Records (***including, but not limited to, application data, background information and results from medical and psychological examinations***) shall be maintained in accordance with the Virginia Records Retention and Disposition General Schedule. Records on the testing results of each applicant shall be maintained for a minimum of three years.

VI. **ROLES AND ACCOUNTABILITY**

A. ***Chief of Police or designee shall:***

1. ***Promote candidates based upon the operational needs of the Department, number of vacancies, certified lists of qualified applicants, performance, merit, experience, training and evaluation of the individual's potential to serve and results from assessment centers;***
2. ***Reserve the right to reorganize any of the components within the Department in the best interest of the Department;***
3. ***Approve Promotional Announcement Bulletins as submitted by the Human Resources Division Chief or designee;***
4. ***Have the authority to create pools of candidates from which to fill specific position classifications that are vacant;***
5. ***Establish, approve and distribute work schedules, shifts and sector realignments to Department members by Executive Order; and,***
6. ***Shall review the selection procedures, in consultation with the Human Resources Division Chief, for validity and utility at least every two years.***

B. ***OIC, Personnel and Recruitment Division or designee shall:***

1. ***Administer the hiring process for the Richmond Police Department in accordance with the City of Richmond's Personnel Rules;***

2. *Maintain Personnel Records (including, but not limited to, application data, background information and results from medical and psychological examinations) in accordance with the Virginia Records Retention and Disposition General Schedule;*
3. *Determine if Lateral Transfers qualify for entrance test exemptions;*
4. *Inform applicants in writing when applicants are not successful in passing the written, oral and agility tests; and,*
5. *Notify applicants in writing after six months when they are eligible to retest, if the applicants are still interested in becoming RPD officers.*

C. OIC, Police Training Academy or designee shall:

Maintain an on-going listing of each employee's skills, knowledge and abilities through the In-Service database.

D. Human Resources Division Chief shall:

1. *Shall review the selection procedures, in consultation with the Chief of Police, for validity and utility at least every two years;*
2. *Have the authority to extend, not to exceed two years, or abolish eligibility lists at any time based on written reasonable cause;*
3. *Initiate and administer the promotional process, upon the direction of the Chief of Police or designee, ensuring that all elements used are job related. Initiation will include a written announcement of the promotion process which will be provided to all eligible Department members;*
4. *Issue job vacancy announcements advising all Department personnel of the application period and testing processes for each rank;*
5. *Certify names from Eligibility Lists and submit the lists to the Chief of Police to fill Department vacancies;*
6. *Maintain an updated task analysis for each sworn job description within the Department; and,*
7. *Maintain current job descriptions for each job within the Department.*

E. Background Investigators shall:

1. *Provide the applicant with the Part One Background Investigation Packet;*
2. *Upon completion of the Part One Background Packet, the Investigator will schedule an interview with the applicant to review Part One and complete Part Two of the Background Investigation Packet;*

3. *Obtain the applicant's driving record from the Department of Motor Vehicles (DMV), along with a NCIC/VCIN records check;*
4. *Have applicant sign and date the appropriate release forms;*
5. *Inform the applicant, in writing, of all elements of the selection process including duration and the conditions and procedures for re-application;*
6. *If the applicant recently lived outside the City of Richmond, request records checks through agencies in the applicant's previous communities;*
7. *Obtain references from the applicant's current and past employers;*
8. *Complete Part Three of the Background Investigation Packet with the applicant before the Investigator may make a conditional offer of employment;*
9. *Schedule the applicant for a medical examination after the applicant has accepted the offer of employment. No conditional offer of employment will be considered final until after the applicant has successfully completed a medical evaluation and a background investigation;*
10. *Ensure that all applicants receive notification of application disposition and, if applicable, notification of procedures relating to re-testing/re-application;*
11. *Prepare a complete Background Investigation File and forward, through channels, to the Chief of Police for final approval;*
12. *Forward approved hiring package to Police Personnel administration; and,*
13. *Ensure selection materials are stored in a secure area when not being used.*

F. Sworn Personnel seeking promotion shall:

Meet minimum guidelines for promotion to include: length of continued service with the Department, an overall performance evaluation rating of at least successfully meets expectations, no substantiated disciplinary actions, complete a written examination and participate in an Assessment Center, if applicable.